

POSITION DESCRIPTION

Landscape Assessment Officer (POS1150)

Directorate: City Operations

Department: Parks and Open Spaces

Position Grade: 12

Reports to: Parks Coordinator - Trees

Last review: May 2024

Next review: May 2026

**Version
No.:** 3

Position purpose:

To effectively manage all aspects of Council's Tree Preservation provisions in accordance with adopted policy and to provide timely and accurate advice to Council staff and the general public regarding:

- The assessment of tree removal and pruning applications on private property
- Landscaping plan assessment relating to Development Applications
- Landscaping and horticulture related enquiries from the general public
- Assist and work with the Parks Coordinator - Trees with regards to vegetation clearing enquiries
- Provide advice and guidance to Council compliance officers regarding complaints of illegal tree removal.

Key accountabilities/responsibilities:

Responsible for:

- 1) Contribute and add value to Council's policies and procedures relating to tree management and landscape management.
- 2) Give written and verbal advice to the public and Council staff on tree management, landscaping and horticulture related issues.
- 3) Represent Council at external forums and integrate knowledge gained into Council's procedures relating to tree management.
- 4) Assist the Parks Coordinator - Trees in assessing tree issues and implementing policy with a view to improving practices in tree management within the Liverpool LGA.
- 5) Contribute to the development of educational material to improve the understanding of tree preservation and landscaping issues in Liverpool LGA.
- 6) Assist Council compliance staff by providing advice and input in relation to preparation of evidence for legal briefs relating to enquiries / complaints concerning illegal tree removal and land clearing.
- 7) Follow Council's policies and procedures when carrying out work to ensure risks are managed. Report all incidents, risks and issues to Management on a timely manner.
- 8) Other duties as directed by the manager, that is within the scope of your skills, competence and training.

Decisions made in the position:

- 1) Assessment of the suitability of Landscaping plans submitted as a part of a development application
- 2) Assessment of requests for the removal of existing trees in locations identified for development
- 3) Assessment of pruning or removal requests of trees on Land Not Managed by Council in line with appropriate safety and environmental assessment guidelines

Decisions referred:

- 1) Appointment and dismissal of staff
- 2) Allocation of budget outside of delegation

Key issues/challenges:

- 1) Managing competing issues and setting priorities
- 2) Being able to effectively deal with concerns raised by members of the public.
- 3) Being flexible and able to adapt to accommodate changes to work priorities.
- 4) Contributing to a team approach to accommodate changes to work priorities.
- 5) Implementing customer service principles in delivering all aspects of the position requirements.
- 6) Rapid city growth
- 7) Cultural change
- 8) Developing and implementing best practice solutions.

Key working relationships:

- Parks Coordinator
- Manager Parks and Open Spaces
- Other Coordinators and work teams
- Parks Operative Staff
- Director of City Operations
- Other Council departments

POSITION SPECIFICATION

ESSENTIAL CRITERIA

Qualifications/Licences:

- Diploma Level Technical qualifications in horticulture, arboriculture or landscaping, or related field
- Class C Drivers Licence

Experience

- Demonstrated experience in:
 1. Tree hazard assessment
 2. Application of landscape design principles
- A thorough knowledge of plant species in urban and natural landscapes
- Ability to anticipate issues and develop practical solutions.
- Demonstrated ability to communicate with the public, elected representatives and Corporate Management
- Demonstrated understanding of community consultation process.
- Contribution to the delivery of environmental outcomes.
- Development and use of appropriate systems and procedures.
- Contribution to the development of work programs including environmental plans, policy and strategies.
- Report writing and written correspondence.
- Contribution to training and educational programs.

Knowledge and Skills

- A thorough knowledge of interactions of trees/ vegetation and the built environment.
- A knowledge of landscape design principles.
- Awareness of threatened species and endangered ecological communities as related to Liverpool LGA
- A knowledge of legislation relating to tree and threatened species protection.
- Understanding the role of customer service in the local government environment.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Continual self-improvement and the ability to adapt to changing demands
- Tree Risk assessment accreditation (TRAQ, QTRA)

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CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous